



REQUEST FOR PROPOSALS

Devou Golf Course – Golf Course
Maintenance Equipment

Issued: June 20, 2016

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I. GOLF COURSE MAINTENANCE EQUIPMENT

The City of Covington, Kentucky (“City”) invites proposals from qualified, competent, and experienced providers that administer the duties and responsibilities set forth in this Request for Proposal (“RFP”), in compliance with all applicable laws, regulations, policies and procedures. Companies submitting proposals must be prepared to enter into a contract for the provision of requested services and duties as set forth in this RFP.

Issue Date: June 20th, 2016

RFP Title: Devou Golf Course – Golf Course Maintenance Equipment

Issuing Department: City of Covington
Operations Department
20 West Pike Street
Covington, KY 41011

Contact: Allison Hudson
Compliance Officer
(859) 292-2178
AHudson@covingtonky.gov

Proposals must be submitted in a sealed envelope plainly marked on the outside **"SEALED BID FOR GOLF COURSE MAINTENANCE EQUIPMENT - DO NOT OPEN WITH REGULAR MAIL."**

SEALED RESPONSES MUST BE MAILED OR PHYSICALLY DELIVERED TO:

Finance Department
First Floor Window
City Hall
City of Covington
20 West Pike Street
Covington, Kentucky 41011

RESPONSES MUST BE SUBMITTED BY: 10:00 a.m. on July 1st, 2016.

Sealed bids will be publicly opened by the City Clerk or her designee in City Hall Commission Chambers, 20 West Pike Street, 1st Floor, at the above date and time. The Board of Commissioners reserves the right to reject any and all bids.

II. TIME LINE OF EVENTS

PROPOSAL SCHEDULE	DATE
Issuance of RFP; Solicitation for Bids	June 20 th , 2016
Deadline for Vendor Questions or Clarification.	June 29 th , 2016. All modifications/ answers to be posted by June 30 th , 2016 via www.covingtonky.gov .
Deadline for Submission of RFP	July 1 st , 2016; due by 10:00 a.m.
Anticipated Award Date	Contingent upon Commission Approval

III. PROPOSAL STIPULATIONS AND REQUIREMENTS

The City of Covington has prepared this Request to solicit Proposals for the lease of the following golf course maintenance equipment: one rotary mower; one turf sprayer; one fertilizer spreader.

A. General Information

The City of Covington, Kentucky is a Kentucky Home Rule Class city. The executive and legislative authority is vested in the Board of Commissioners, which consists of the Mayor and four Commissioners. The City Manager is the chief administrative officer and is responsible for day-to-day operations. The City Manager is assisted by an Assistant City Manager for Administration and an Assistant City Manager for Development, in addition to various department heads and City staff. The City maintains a full-service Fire Department, with coordinating EMS services, as well as a full-service Police Department.

The City has a number of boards and commissions pursuant to both state law and local ordinance. While some boards are comprised wholly or partially of City employees or officials, others are comprised of citizens and/or qualified representatives who are not otherwise employed by the City (e.g., Board of Adjustment, Code Enforcement Board, Urban Design Review Board, Audit Committee).

B. Proposal Guarantee/ Award Procedure

It is anticipated that a recommendation for award for this Proposal will be made no more than thirty (30) days after the Proposal due date. All interested parties are required to guarantee their Proposals as an **irrevocable offer valid for ninety (90) days after the Proposal due date**. The City of Covington, Kentucky in its sole and absolute discretion (1) shall have the right to award a contract for any or all items/services listed in each Proposal; (2) shall have the right to reject any and all Proposals as it deems to be in its best interests, to waive formalities and reasonable irregularities in submitted documents; (3) shall not be bound to accept the lowest Proposal, and; (4) shall be allowed to accept the total Proposal of any one vendor.

C. Revisions

If it becomes necessary to revise any part of this RFP, a written addendum will be issued and made available via the City's website, www.covingtonky.gov. The City is not bound by any oral representations, clarifications, or changes made by City employees, unless such clarification or change is provided to all Respondents, in written addendum, from an authorized representative of the City.

D. Non- Discriminatory Statement

The City expressly prohibits discrimination of any manner, and requires the same regard from all companies it engages with. The City does not discriminate against any individual or provider based on disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status. City of Covington Code of Ordinances § 37.01.

E. References and Experience

All interested parties are required to submit with their Proposal a comprehensive list of references. Interested parties should provide a minimum of three (3) references in which they have provided similar or related services. References shall need to include the following information: company name, address, telephone number and contact person. Interested parties agree to authorize the City to verify references provided, so as to determine quality and manner of previous work performed.

F. Compliance with Laws

All Respondents shall observe and comply with all regulations, laws, and ordinances of local, state, and federal governments during the Proposal process, and upon an award of contract.

G. Response Request Disclaimer

This Request does not commit the City to enter into a contract, or award any services in relation to this specific document, nor does it obligate the City to pay any costs incurred in preparation or submission of a Proposal or in anticipation of a contract. This issued Request is not binding upon the City, nor does it grant any rights to any Respondents hereunder.

H. Waiver

Failure of the City to maintain strict compliance on any one occasion with any term, covenant or condition herein shall not be deemed an absolute waiver of such term, covenant or condition, nor shall it relinquish any future compliance to other terms, covenants or conditions listed throughout this Request.

I. Deviations from Specifications.

All deviations from requested specifications must be clearly stated within the Proposal. Any significant limitation(s) in scope or manner of proposed work, restrictive conditions,

etc., should also be clearly disclosed. Responses failing to meet all of the specifications will not necessarily be rejected as long as any/ all deviations are openly addressed and disclosed with sufficient detail.

J. Duration of Proposal.

All Proposals shall remain open and valid without material change for at least ninety (90) days after the Proposal due date.

K. Financing.

The City requests to view pricing information for services from qualified vendors who can provide and meet all specified requirements of this Proposal. At a minimum, the City wishes to see financing associated with the following leasing options:

- a) 5-year Lease with a \$1 Buyout
- b) 5-year Lease with a 10% Option

Additionally, the City is open to Vendor suggestions regarding the financing of the requested equipment. All potential lease options, including Vendor specific or industry specific lease options, should be discussed in the Respondent's returned Proposal.

L. Non-Compliance with Proposal.

It is understood and agreed, in the event of an award of contract, if said contract fails to meet the terms and conditions accepted by the City as specified in Respondent's submitted Proposal, and any prior agreements leading up to contract, then the City shall, at its sole discretion, have the right to:

- a) Cancel the contract; OR
- b) Require the Respondent to comply with the terms of the submitted Proposal, at the quoted price (absent extenuating circumstance).

IV. PROPOSAL FORMAT

Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than twelve (12) point. Proposals shall consist of one (1) signed original and two (2) copies, submitted in a sealed envelope plainly marked "**SEALED BID FOR GOLF COURSE MAINTENANCE EQUIPMENT - DO NOT OPEN WITH REGULAR MAIL.**" Proposals shall consist of the following:

1. **Cover Letter.** Which shall summarize the name of the company and the company's background. Including but not limited to: current ownership and officers; the year the company was established; the former name(s) of the company, *if applicable*. The primary contact person for the company who may negotiate on the company's behalf.

2. **Executive Summary.** The Executive Summary should not exceed three (3) pages in length and should detail the Respondent's skillset, experience and familiarity with golf course maintenance equipment.
3. **References.** References to other companies and/or government entities for which the Respondent has provided similar services; Respondent should include a minimum of (3) three references that are similar in nature and scope to the services detailed below. Each reference should include: company name, address, contact person, contact information; additional information may include: dates of performance, and type of service(s) provided.
4. **Equipment.** Respondent should include suggested and/or proposed equipment specifications with returned Proposal. The City is requesting information associated with the following commercial-grade, golf course maintenance equipment:
 - a. **One Commercial- Grade, Rotary Mower**
 - b. **One Commercial-Grade, Turf Sprayer**
 - c. **One Commercial-Grade, Fertilizer Spreader**
5. **Pricing.** Respondent should include pricing associated with various leasing option for the below requested equipment. At a minimum, the leasing options should include a 5-year lease with a \$1 buyout AND a 5-year lease with a 10% option. Monthly payments, down payments, any/ all additional fees should be disclosed in Respondent's submitted pricing. Proposals should include a comprehensive listing of quotes, rate factors, yearly/ monthly payments and interest rates.
6. **Sample Contract Terms.** Respondent should include a sample contract and/or standard terms and conditions generally associated with the requested services. Respondent should include sample leasing contracts and all other documentation required by the Company to execute a lease of commercial-grade, golf course maintenance equipment.
7. **Notice of Deviation.** *If Applicable.* Deviations from the requested service terms listed below must be expressly disclosed. Proposals failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.
8. **Optional:** Additional information to more fully outline the Respondent's qualifications.

V. SCOPE OF WORK

1. **General Information.** The City is soliciting pricing Proposals from qualified Vendors for the following equipment to be used at the Devou Golf Course facilities:

- a. **Rotary Mower**

- i. **Equipment Specifications:**

1. Compact Tractor, All-Wheel Drive, Articulating Frame, Rotary Mowing Deck, All Terrain/ Slope Mower
 2. 30 Horsepower Minimum
 3. Rollover Protection (ROPS)
 4. Full-Time, All-Wheel Drive
 5. 60" or 72" Rotary Deck, Side Discharge
 6. Premium Comfort Seat
 7. Advanced Electronic Instrument Panel
 8. 6 Function Warning Gauge and Alarm
 9. Conveniently Located PTO Belt Tensioner
 10. On-Board Diagnostic System
 11. Sealed Electrical System
 12. Thermostatically Controlled Oil Cooler
 13. Battery Disconnect Switch w/ Circuit Breaker
 14. Automotive Style Parking Brake
 15. Universal PTO Switch
 16. S.D.L.A. Operator Controls
 17. Weight Transfer System
 18. Dual Wheels w/ Turf Tires
 19. *Optional: Contour Mowing (Articulating) deck*
 20. *Optional: Slope Percent Gauge*
 21. *Optional: Brush Cutting Deck, 60"*

- b. **Turf Sprayer**

- i. **Equipment Specifications:**

1. 4-Cycle Gas Engine, Minimum 27 Horsepower or Equivalent Diesel Engine
 2. Ground Speed: Forward 0 – 11.5 MPH, Minimum; Reverse 0 – 2.5 MPH, Minimum
 3. 2- Year Limited Warranty
 4. Welded Steel Frame
 5. 175 – 200 GAL. Spray Tank Capacity
 6. Jet Agitation, Adjustable
 7. Electric Pressure/ Flow Regulator
 8. 100 Mesh, Self-Cleaning Filter
 9. Electric Boom Shutoff Valves
 10. Standard Throttling Valves
 11. *Optional* Centrifugal Pump: Cast-Iron or Stainless Steel; Max Flow of 100 GPM; Max Pressure 100 PSI

12. Automatic Rate Controller: Weather-Resistant Control Box with Electronic Control Switches and Digital Pressure Display
 - a. Control Switches to Includes: Individual Boom On/ Off; Boom Master; Foam Marker; Boom Lift/ Lower; Pressure Increase/ Decrease; Auto/Manual
 - b. Pressure Sensor: 25 BAR; 363 PSI
 - c. Gauges: Digital Speed; Digital Pressure; Digital Tank Sight Gauge; Digital Flow Rate on Controller Screen
 - d. Rate Controls: Constant Pressure OR Constant Flow
13. Booms: Heavy-Duty Square Tubing: 14 Gauge.
 - a. Number of Sections: 3
 - b. Breakaway: Bidirectional
 - c. Boom Height: Adjustable
 - d. Lift Systems: Electronic or Hydraulic Boom Lift from Operator Seat Standard
 - e. Width: 14 – 18ft.
 - f. Nozzle Configuration: Triple-Nozzle
14. Foam Marker: Electric
 - a. Pump: Individual Air and Liquid Pumps
 - b. Rate: Adjustable with No Tools

c. Fertilizer Spreader

i. Equipment Specifications:

1. Use: Commercial Grade Fertilizer Spreader; Accurate for Applications of Lime, Turf Seed, Grains and Sand
 2. Hopper Capacity of 800 LBS.
 3. Forward Speed of 4.5 MPH, Effective Spreading Width of 52'
 4. Disengagement for Towing; Remote Rope Feed; Side Spreading Adjustment
2. **Warranties.** All guarantees and warranties obtainable by the Respondent from manufacturers and vendors of equipment, in the performance of this contract, shall be extended to the City to the full extent of their term.

VI. RESPONDENT QUALIFICATIONS

The City will only consider Proposals from Respondents that:

- A. Can demonstrate a proven track record of successfully and reliably providing similar services to similar entities.
- B. Are in good standing with the City as that term is defined in Commissioners' Ordinance No. O-11-06.
- C. Are not involved in any adverse claims against the City and are not delinquent in their financial obligations to the City.

- D. Can demonstrate substantial compliance with this Request.

VII. EVALUATION CRITERIA

The following criteria will be used to evaluate the qualifications of Respondents:

- A. Reciprocal preference for resident bidders required by Kentucky Revised Statutes (KRS) § 45A.494.
- B. Degree of Respondent's ability to fully comply with the requirements in this Request.
- C. Degree of familiarity, skillset and reputation as compared to other Respondents.
- D. Competitive pricing as compared to other Respondents.
- E. Time of delivery, performance, and completion.
- F. Ability to provide the requested services and fulfill the minimum specifications.

VIII. RESPONSIVENESS OF PROPOSALS

A. Responsiveness

The City shall only consider those Proposals that conform to the material requirement of the City's Request and that are submitted in the Proposal format set forth above. A Proposal will be considered conforming and responsive if it substantially addresses and promises to meet the requirements contained in this Request or any future reasonable requests made over the course of the selection process. The City may waive any non-conformance that is immaterial AND does not prejudice other Respondents.

B. Non-responsiveness

The City will reject any Proposals that materially deviate from the request OR that due to any deviation from the Request prejudice other Respondents whose Proposals substantially conform to the Request. This discretion is afforded to the selection committee and members of the Board of Commissioners.

C. Respondent Responsibility

The responsibility of Respondents shall be determined on the evaluation of the Respondent and the management team, separate and distinct from the Proposal that is submitted.

IX. SELECTION

A. Selection Committee

The Selection Committee shall be comprised of:

1. A Representative of the City's Operations Department
2. The Devou Golf Course Superintendent
3. A Designee of the Devou Golf Course Facilities

B. Selection Process: (see Time Line of Events above)

1. Respondent Questions.

City shall answer any questions that Respondents may have prior to the submission deadline. All questions should be submitted in writing by electronic mail directly to Allison Hudson, Compliance Officer via ahudson@covingtonky.gov. All answered questions shall be made available to all interested parties via the City's website, www.covingtonky.gov. It shall be Respondent's obligation to reference the City's website, as needed, prior to submission of a Proposal.

It is each Respondent's responsibility to read this Proposal in its entirety, and fully acquaint itself with the scope of work outlined herein. The failure of the Respondent to do the foregoing does not relieve the Respondent from any obligation with respect to the bid Proposal submitted. If any Respondent is in doubt as to the true meaning of any part of the specifications, the Respondent should submit a written request for an interpretation.

2. Initial Selection Process

Respondents whose Proposals are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the above minimum qualifications.

C. Negotiation of Award

After the Selection Committee makes a final determination, the awardee and the City will negotiate and execute a final agreement prior to the commencement date. Failure by any Respondent to timely respond or come to terms with the City will be cause for a rejection of the Proposal.

X. ADDITIONAL INFORMATION

A. Modifications

In no event shall the deadline for submission of the Proposals be changed except by written modification from the City of Covington, Office of the City Solicitor. The City reserves the right to modify this Proposal through written addendum at any time prior to the Proposal deadline for any reason. All modifications shall be issued in a written addendum and made available on the City's website, www.covingtonky.gov, prior to the deadline for submissions.

The City shall not be responsible for oral interpretations given by any City employee, representative, elected official, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Proposal, the City will attempt to notify all prospective submitting entities and the addenda shall become a permanent part of the Proposal; however, it shall be the responsibility of each submitting entity, prior to submitting a Proposal to either (1) contact the City's designated Risk Manager, or (2) review the Request details at www.covingtonky.gov, to determine if any addenda were issued and to make such addenda a part of the submission of its Proposal.

B. Competitive Bidding

It is the intent of the City that this Request for Proposal is conducted according to the competitive sealed bidding procedures set forth in KRS 45A.080. It shall be the Vendor's responsibility to advise the City if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Proposal to a single source. Such notification must be submitted in writing and must be received no later than three (3) days after the opening date.

C. Exclusions

Accidental exclusions on behalf of the City in this request will not be held against the City as an extra cost of doing business. It is the responsibility of the Respondent to assure that all necessary information including costs of providing the described service herein are included in the Respondent's Proposal. Any "hidden" fees or services intentionally excluded or added to a Proposal to deceive the City will immediately disqualify the Respondent from this and any further business with the City.

D. Public Information Notice

Please note that all information submitted for review may be subject to the **Kentucky Open Records Act** and may be made available upon request by the public. Respondents should identify any confidential, proprietary information or trade secrets and provide justification as to why the disclosure of the records would permit an unfair commercial advantage to the Respondent's competitors.